

Professional and Managerial Branch  
Fiscal and Tax Administration Group  
O.M.B. Series

ASSISTANT DIRECTOR - OFFICE OF  
MANAGEMENT AND BUDGET  
08/98 (SAC)

### *Summary*

Under general direction, provide executive level management of Citywide risk management and employee benefits programs, budget development and control activities, and management analysis.

### *Typical Duties*

Plan, implement, and monitor insurance and bonding programs to provide medical, prescription drug, dental/vision, property/casualty, general liability and other categories of coverage. Involves: developing insurance bid specifications in conjunction with Purchasing; staying current on federal, state and local legislative, judicial and regulatory activities and requirements impacting existing programs; monitoring delivery of services for adherence to terms of contracts and to evaluate third Party administrators (TPA's) management of City health benefits; obtaining liability insurance for designated fleets of City vehicles, property/casualty coverage for City property, errors and omissions coverage, and necessary bonds on employees required to have coverage, and other insurance coverage as the City identifies risks.

Plan, develop and coordinate the review and evaluation of budget requests for the formulation of the City's annual operating and capital budgets. Involves: preparing and submitting budget request guidelines to City departments; directing or conducting reviews of department cost performance in relation to budget estimates; analyzing budgets periodically to identify trends affecting budget needs; reviewing and recommending budget changes and revisions; preparing analyses and projections of expenditures in relation to municipal income; meeting with department heads or representatives regarding budget development and control; advising and providing technical assistance to City officials in the administration of the budget; recommending and enforcing revisions of administrative, budgetary and management analysis policies and procedures.

Oversee management analysis and special research. Involves: planning, reviewing and analyzing cost effectiveness of municipal programs and services; conducting or directing research studies of management problems; preparing comparative analyses of operating programs; analyzing costs in relation to services performed during fiscal year.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe working practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform professional duties as required. Involves: performing any duties of subordinates, if necessary, to maintain continuity of operations during temporary absences; acting on behalf of the director during his/her absence or as assigned; representing the department before boards and committees; maintaining records and preparing reports.

### *Minimum Qualifications*

Training and Experience: Graduation from an accredited college or university with a Master's Degree in Business or Public Administration, Accounting or related field and four (4) years of progressively responsible professional experience in budgeting, finance and management analysis, including two (2) years in a supervisory capacity and one (1) year administering self insurance, risk management or employee benefits programs for a large, complex organization; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: municipal budget and management analysis methods, practices and procedures; municipal budget planning practices and controls; research methodology and statistical analysis techniques; computers and associated applications programs, including automated record keeping and budget systems. Considerable knowledge of: principles and practices and terminology related to administration of self and carrier insured public risk management or loss control and employee benefits programs;

federal, state and local risk management and employee benefits laws and regulations; pending insurance and bonding legislation; supervisory techniques.

Ability to: direct the development and enhancement of automated systems and applications in budgeting and fiscal administration; research, analyze and make recommendations for the solution of employee benefits, loss prevention, and management problems; conduct budgetary analyses; interpret and implement budgetary and managerial policies and procedures; apply mathematical concepts including probability, statistical inference, fractions, percentages, ratios and proportions for purposes such as estimating and budgeting for future needs and cost of personnel, space, equipment, supplies and services; communicate persuasively, clearly and concisely, both orally and in writing to present information and respond to questions and complaints from organizations, groups and individuals, and to completely, accurately and confidentially maintain records and prepare specialized reports, business correspondence, speeches, articles for publication and procedures manuals that conform to prescribed style and format; establish rapport and maintain effective working relationships involving persuasive dealings with fellow employees, retirees, consultants, insurance carriers, elected officials, regulatory agencies and the general public; firmly and impartially supervise, train and evaluate the work of assigned personnel and enforce work and personnel rules.

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Director of Personnel

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Department Head

OFFICIAL